



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Salary Range for Aquatics Coordinator
MEETING DATE: Wednesday, November 17, 1999
SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To approve the class specification and salary range for Aquatics Coordinator.

BACKGROUND INFORMATION: Since its opening in 1990, the Community Center pool has been staffed by part-time lifeguards. These lifeguards have been young adults who have schooling commitments and/or are actively seeking full-time employment. Therefore the turn-over rate has been high, and staffing has been difficult to maintain. As a result, the continuity in services that the pool provides has been inconsistent and revenue has been lost. A classification study which has been conducted reveals that this position will be responsible for overall operations of the pool's services including the training and certification of lifeguards not only for the Community Center but for all City lifeguards. This position will also contribute to increased revenue through the elimination of a part-time position, by expanding the pool's hours of operation, working with Lodi Memorial Hospital's physical and pediatric therapy programs, and enhancing Camp Hutchins' swim program. This classification will be placed in the General Services collective bargaining unit.

It is recommended to approve the class specification attached with the following salary range:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$ 2,306.85	\$ 2,422.19	\$ 2,543.30	\$ 2,670.47	\$ 2,803.99

FUNDING: Currently funded.

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

cc: City Attorney

Prepared by Marlon Robbins, Risk Manager

APPROVED:

H. Dixon Flynn -- City Manager

RESOLUTION NO. 99-188

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND
SALARY RANGE FOR AQUATICS COORDINATOR

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RESOLVED, that the Lodi City Council does hereby approve the class specification for the Aquatics Coordinator, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

S T E P				
A	B	C	D	E
\$ 2,306.85	\$ 2,422.19	\$ 2,543.30	\$ 2,670.47	\$ 2,803.99

Dated: November 17, 1999

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I hereby certify that Resolution No. 99-188 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 17, 1999 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Mann, Nakanishi, Pennino
and Land (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


ALICE M. REMCHE
City Clerk

AQUATICS COORDINATOR

DEFINITION:

Under general direction is responsible for the development, implementation, coordination and direction of the year-round aquatics program in the Community Center; provides lifeguard services, and trains and directs lifeguards; provides oversight in the care and maintenance of the pool facility; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from Senior Services Coordinator. Provides direction to part-time and volunteer staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Organizes and conducts aquatic programs and lifeguard services.
- Maintains pool attendance and revenue records.
- Trains, certifies and directs lifeguards.
- Schedules and coordinates the supervision of pool activities by lifeguards and volunteers.
- Assists in marketing Community Center aquatic programs.
- Ensures and participates in maintaining the pool as an attractive, clean and safe environment.
- Assists in the assessment of the aquatic needs of participants.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern methods, techniques, principles and practices used in the planning, development and administration of aquatic programs.
- Common recreational and social needs of various age groups and the basic techniques and methods of organizing groups in a recreation/aquatic setting.
- Principles and practices for implementing and supervising community services activities and the development of programs through community participation.
- Teaching techniques of water exercise.
- Pool maintenance techniques.
- Basic principles and practices of supervision and training.

Knowledge of (Cont'd):

Principles and practices first aid and life saving, and of general health and fitness relative to all age groups.
Principles and practices of public relations.
Basic office practices including record keeping and report writing.

Ability to:

Maintain accurate records and produce reports.
Develop and implement a variety of aquatic programs.
Establish and maintain effective relationships with those contacted during the course of work.
Train, certify, provide direction to, and schedule lifeguards and volunteers.
Communicate effectively both orally and in writing.
Lead participants of various age and skill levels in a variety of aquatic activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Completion of High School or equivalent.

Experience:

Three (3) years of increasingly responsible experience in public recreation (or a closely related field), which includes responsible experience as a lifeguard.

LICENSES AND CERTIFICATES:

Valid Driver's License from the California Department of Motor Vehicles
Current Community CPR or CPR for professional rescuer
Current Lifeguard Certificate
Current Advanced First Aid (Title 22)
Lifeguard Instructor Certificate must be obtained within six (6) months of the date of appointment.